



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 27, 2024

FROM: FINANCE DEPARTMENT WARD: 7

SUBJECT: RESOLUTION INITIATING PROCEEDINGS TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2024-2025 IN RIVERWALK LANDSCAPE MAINTENANCE DISTRICT; APPOINTING WEBB MUNICIPAL FINANCE, LLC AS ENGINEER OF RECORD; AND ORDERING PREPARATION OF AN ENGINEER'S REPORT

ISSUE:

Adopt a resolution to initiate proceedings to levy and collect assessments for Fiscal Year 2024/25 in the Riverwalk Landscape Maintenance District; appoint Webb Municipal Finance, LLC as the Engineer of Record; and order the preparation of an Engineer's Report.

RECOMMENDATIONS:

That the City Council:

1. Adopt a resolution to initiate proceedings to levy and collect assessments for Fiscal Year 2024/2025 in the Riverwalk Landscape Maintenance District;
2. Appoint Webb Municipal Finance, LLC as the Engineer of Record; and
3. Order the preparation of an Engineer's Report.

BACKGROUND:

The City of Riverside formed the Riverwalk Landscape Maintenance District (District) under the provisions of the Landscaping and Lighting Act of 1972. In July 2002, per Proposition 218, a property owner election approved the formation of the District. The developer of the Riverwalk neighborhood financed the construction of the improvements within the District. The City then formed the Riverwalk Landscape Maintenance District to recover the cost for the City to maintain certain improvements from the property owners that receive the specific benefit of the improvements, as described in the June 11, 2002, City Council staff report.

DISCUSSION:

Apportionment of annual maintenance costs within the District requires the preparation of an Engineer's Report. The report outlines the total annual landscaping expense for the District and apportions the proposed assessment of the cost of maintenance per parcel for the next fiscal year. The assessment formula adopted in 2002 requires assessments be increased as of July 1st of each year based on year-over-year percentage increases in the Consumer Price Index for All Urban Consumers (CPI-U) for Riverside–San Bernardino–Ontario, California Standard Metropolitan Statistical Area.

To proceed with the Landscape Maintenance Assessment District process, the City Council must adopt a Resolution ordering the preparation of the Annual Engineer's Report. When the report is complete, Finance staff will schedule a public hearing and will present the report to City Council.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members, to improve transparency, build public trust, and encourage shared decision-making.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The preparation of an annual engineer's report and levy process complies with the Landscaping and Lighting Act of 1972, under which the Riverwalk Landscape Maintenance District was formed. This process provides transparency for community members to whom the assessments are levied each year.
2. **Equity** – In order to maintain the improvements within the Riverwalk Landscape Maintenance District, the annual maintenance cost is funded through an annual levy calculated based on the special benefit shared by each parcel within the District.
3. **Fiscal Responsibility** – Assessments are levied annually to pay the costs associated with maintaining enhanced improvements within the District. This ensures that the additional cost of maintaining enhanced landscape improvements is borne primarily by the property owners that benefit from them.
4. **Innovation** – Utilizing Landscape Maintenance Districts is an innovative way to offset the cost of maintaining certain improvements within a specified area of the City and which benefits a select group of property owners.
5. **Sustainability & Resiliency** – The formation of a Landscape Maintenance District provides a transparent and equitable way to fund and report on maintenance improvements that provide a special benefit to a select group of property owners. The annual engineer's report and levy process helps to ensure transparent reporting to members of the community, and within the District.

FISCAL IMPACT:

There is no fiscal impact to the City related to this report. The cost of preparing the Engineering Report is factored into the total anticipated expenses for the District and reimbursed through the levy.

Prepared by:	Meline Carranza, Debt & Treasury Manager
Approved by:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer)
Approved as to form:	Phaedra A. Norton, City Attorney

Attachment:	Resolution
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